

## LiLI Board Meeting September 12, 2002

### **Attendance:**

Tom Olsen – Boise School District  
Karen Ganske – Nampa Public Library  
Ron Force – University of Idaho Library  
Kay Flowers – Idaho State University Library  
Dan Lester – Boise State University

Erin McCusker – Boise Basin Public Library  
Paul Krause – Lewis Clark State College  
Ruth Funabiki – University of Idaho Law Library  
Tim Brown – Boise State University Library

ISL Staff:     Ann Joslin  
                 Michael Samuelson  
                 Sonja Hudson  
                 Jan Wall

Gina Persichini  
Charlotte Fowles  
Frank Nelson  
Carol Silvers (Afternoon)

**Opening Remarks:** Ann Joslin noted that Charlie could not attend as he is attending the BCR Board meeting where they will be discussing the RFP for database licensing that BCR has out. Ann also noted that Michael Samuelson is now working full time for ISL as a temporary employee, but hoping to move to a permanent state funded position. Another note that Michael is currently enrolled in the University of North Texas graduate school for Library Science.

### **LiLI-D Renewal Update – Charlotte Fowles**

RFP was made available August 26<sup>th</sup> through the state's Division of Purchasing in electronic format. Purchasing will accept electronic proposal through Sept 23rd at 5pm. Purchasing will make a first review for compliance and then forward to ISL. ISL hopes to see bids by October 1<sup>st</sup> or 2<sup>nd</sup>. ISL's Evaluation Team will then do a first round of cuts by evaluating mandatory technical aspects. Evaluation Team includes Charlotte, Gina, Stephanie Kukay, and Sue Walker. ISL hopes to send out finalist list to vendors on October 7<sup>th</sup>.

October 11<sup>th</sup> is tentatively scheduled vendor presentation day where the Product Evaluation Team will be brought in to ISL to evaluate databases further. Charlotte has 4 of the 10 members of that team confirmed. Product Evaluation Team will have representatives from all geographic areas of the state and all types of libraries. It will consist of 10 members. Members will have until October 31<sup>st</sup> to submit evaluations of vendor finalist's products. That will provide ISL staff will one week to tabulate results.

Charlotte is hoping November and December will be available for negotiating final contract, testing access to the databases and preparing for a seamless change over on December 31<sup>st</sup>.

The URL for the RFP is linked from the LiLI website for anyone interested in reading it over. Once finalist vendors are identified ISL will be soliciting feedback from the library community. Charlotte also indicated that she is working to arrange classes of 4<sup>th</sup>, 8<sup>th</sup>, and 11<sup>th</sup> grade students to help with evaluation. While this information won't be officially tabulated, the feedback will prove useful in making the final decisions.

## **LiLI Marketing Plan – Gina (for Anne Abrams)**

Gina provided Board members with a sample invitation to LiLI's birthday celebration at the ILA Annual Conference. The invitation will be printed on purple card stock and provided to each participant in his or her registration packet. The ILA birthday event is scheduled for the 3:00pm-3:30pm break with the exhibitors on Thursday, October 3<sup>rd</sup>.

Marketing plans include a focus on use of LiLI-D in the schools. We have already presented LiLI-D at the Career and Technical Education conference in Boise in August. Charlotte compiled a list of resources available through the databases relating to the conference's topic to hand out at the booth. Libraries can expect a lot of birthday themed training and events as we move into the LiLI-D renewal. Anne Abrams will join us at the next LiLI Board meeting to share a short training and promotional presentation that can be used around the state.

## **Idaho Courier Backbone – Discussion by all**

In July the delivery subcontractor in Southern Idaho suspended deliveries on July 5<sup>th</sup>. ORBIS, through Lantier their courier contractor, is seeking a subcontractor in Southern Idaho, but have not yet been able to secure one.

With only 3 institutions willing to fund sites in Southern Idaho, it's not going to go anywhere. It's looking unlikely that we'll see a solution soon. Orbis is currently distracted with contract negotiations.

What's the University of Montana doing in this regard? They don't have a courier, but they would like one. The closest Oregon site is in Ontario.

Question: Do you and how do you want to see a statewide courier service grow and what is our role in making that happen?

It depends on what's provided and how much it cost. Priority mail is the best we can do in southern Idaho right now. There will be little incentive in Northern Idaho to ship us materials by priority mail.

Question: Do you think having more drop sites would be more enticing for courier?

It could be encouraging and also discouraging. If there were a couple of sites in Boise, Nampa, Caldwell, etc., it might encourage a delivery service.

Orbis left the service to a contractor and they, in turn, to another subcontractor. Utah is all priority mail. It may be more attractive to add the Montana Schools. Maybe we would have to drop Twin, using Boise as the main drop site. The courier wasn't given a big enough chance to get the bugs worked out.

ISU library is using the ISU bus service to run books to Idaho Falls. They are being charged for it.

Aren't there other courier services for hospital supplies etc. that we could get to bid on our deliveries? Unknown. Bank couriers worked in Western Colorado.

Orbis just did a survey and northern Idaho folks are well satisfied.

Is there a daily bus route that goes from Ontario to Pocatello? Unknown.

Gina will talk to Orbis to see if we can at least get something. Get their attention again. In the mean time talk to Montana to see what they have been working on.

A systematic approach may be the best way to go. **ISL may have staff that can do some research into courier options. Dan Lester indicated willingness to take on the project after ILA.**

Basic premise is to support resource sharing. To get started, we're going to have to subsidize it. All agree that the courier service is good to do. To the extent that the State of Idaho is expecting universities to do distance education, we need a system to get the materials distributed.

In the commercial sector, materials are constantly moving. What about other state agencies, Idaho Power, Wal-Mart, banks, blood, beer, or newspapers? **Kay will check what plane might be carrying stuff from one end of the state to the other. Everyone send his or her suggestions to Ann Joslin for a staff person to research.** Kay also has a staff member who could assist in this research.

## **Network Updates**

WIN, CIN, VALNet – Ron Force and Paul Krause

Have an active circulation interlibrary loan committee that is working on the details of how things will work. Will be submitting a Universal Borrowing LSTA grant application. It will allow the libraries to be assured that prospective borrowers are a cardholder in satisfactory standing to receive materials. Their project will be a little over \$100,000 for the software. The Idaho State Law Library will be coming up on the WIN system shortly. The consortium is up to 72 locations. There are continuing areas of interest that get added as locations under a database. The web access for ILL is great; it is very smooth, quick and operates very well.

EILNet – Frank

The group is waiting for the broadcast search capability; the Z39.50 software needs to be installed so the staff will be able to see each other's holdings. There were some dropouts and some are reverting to their old systems. They've lost 4 active members who are running the old systems parallel. One of the members indicated they would never again do a grant project where 100% of the project was supported by grant funds. The match for their project was from Steele Reese. The vendor changed sales tactics requiring the libraries to have a full seat when they originally came on board with ½ seat, which was financially doable. There are no new members this year outside the Fremont Co. Group. Seventeen are full paying members, 4 are associates, and the remainder we can't identify with a name. If we could get upgraded software and training all in the same year, we would be doing well. The system

isn't the same version they tested. Probably the most frustrating thing is the connectivity; wireless between libraries isn't reliable.

#### WELCOM – Gina

Gina called Judy Youngman regarding an update. The server has been moved to the Buhl High school. They are focusing on doing some training and getting schools in the area on the system. The members spent some time earlier this year getting their governance in order, and are now focusing on data collection for their own statistics. They are interested in doing some promotion so their users will use their website, get the WELCOM name out there and eventually recruit new members.

#### Lynx! – Karen Ganske

Lynx! is changing to a new server, which gives them the option to grow. This is complicated with Boise going to branches. Their next meeting will be concerned with IP addresses. The in-house movement of materials is astounding. The courier is limited to the Canyon and Ada counties. Hailey patrons must borrow through a Hailey library staff member.

#### Valley Mountain Library Consortium – Erin McCusker

They started a planning grant with 14 libraries. During the process a few dropped out, but the members are currently in the process of meeting with their boards. The first official meeting will be in November. Planning started in June with 4 library directors leading the planning process. Work of the planning group was taken to the whole group to put into place.

They were hoping to develop a process to allow smaller libraries to look at and follow along. The results of their planning were the consortium governance documents. Readiness for automation was at varying levels within the group, and each identified their own timeline for automation. Other results of their work were talking points for each library to use to present to their Boards. The group is currently awaiting board responses for signatures on the governance documents.

#### Southwest Idaho/BSU LSTA project – Tim Brown

Intent is to develop a place where small libraries can join for automation purposes. Project includes BSU, Boise Basin Public Library, Boise Public Schools, and Idaho State Library. The biggest objective is to foster resource sharing within Southwest Idaho. Primary motive: Boise has Junior and Senior High Schools with a mix of Columbia, Follett and SIRS Mandarin software.

Purpose is to be a utility more than a consortium, with as little formality as possible. The group is still firming up plans and governance. It will be an upgrade to the Catalyst system.

#### Other networking activities

ISU is also going to be a part of the VALNet universal borrowing project.

#### **Reciprocal Borrowing** - Ann Joslin

We had been working with the draft agreement with the Deputy Attorney General. He raised concerns about the reimbursement fund so we decided not to go down this path as per his suggestion. The Deputy AG stated that it would be easier to do if it were supported in statute. We are in the process of looking at the State Library part of the code that might address this issue. So, by the Spring LiLI meeting, ISL staff will bring some drafted language to update the Code to submit for the 2004 legislative session. By providing the draft in the spring, we would have until the end of the summer of 2003 to fine tune and submit it.

Discussion: Can't we agree, those who are in support, to just do this and let the legislation follow where it may?

Can we do this by Idaho libraries checking out books to anyone who has a library card anywhere in the world? Can it be as simple as that? Academic libraries have a little different concern; a need for responsibility to be outlined. There is a law in code that supports legal action for stolen or defaced books.

Suggestion: What if we formed a statewide friends group with 501 C (3), we could have something statewide with some recognition, sponsor book sales in various areas across the state. This would be a thing that could allow universal borrowing. Members of other friends groups would be an automatic borrower. Offer an opportunity to put the reimbursement fund in another place, attract grant monies, and collaborate with Friends of Libraries USA. Will require agreement among the libraries. It would be possible for this organization to hold the reimbursement fund for lost or stolen books.

**ISL staff will draft one or two agreement options to bring to the next meeting;** voluntary agreements with simple guidelines.

### **ILA Annual Conference – Gina**

LiLI will have a booth and computer to view existing databases.

LiLI Program scheduled Thursday 3:30-5:00 PM. Program will include: (1) Update on LiLI-D Renewal, (2) Presentation by Erin McCusker on planning model used by VMLC, and (3) Presentation by OCLC highlighting new features of WorldCat.

Question: Is WorldCat incorporated in the RFP and will be in the database contract? Yes.

For the ILA program, we would like to have as many of the LiLI Board members that can be there. Gina would like to introduce you.

### **LiLI Website**

The State Library website will be redesigned to make it more user friendly. Charlotte is leading the Web Team; Michael is Web Design Specialist. Gina is a part of the Core Web Team and focusing on the LiLI Website update. Staff are reviewing the site right now. LiLI will become a sub-Web of the ISL Website. ISL staff are currently reviewing content and links.

LiLI Board approved LiLI Website Guidelines and Purposes in 1999. Do we need to revisit this document?

It's never a bad thing to have a list of guidelines for those who do the work. Does it itemize too much or can it be simplified? There was a previous concern that LiLI needed to have some parameters and what would those parameters be?

Suggested that with some guidelines, the subject guides won't grow out of control. The topics they cover will be structured.

Revising the LiLI Website Guidelines:

- Change references from NAB to LiLI Board
- Replace opening paragraph with statement from "website" section of LiLI Work Plan
- Remove 6<sup>th</sup> bullet item from #3 "Links to web resources developed by Idaho libraries.."
- In item #4, change first 2 bullets to a reference to linking to Access Idaho.
- When beginning subject guides, will start with focus on ISL's existing Collection Development policy.

Question: Is there any discussion about changing website domain away from lili.org? It has been brought up, but no serious discussion yet. Dan Lester indicated that the State Library could now maintain multiple URL's and phase in the use of a new one as items get reprinted, etc.

### **Library Directory/Database – Michael**

Rapidigm Database company is working on a SQL based database with library information. The existing library directory on the LiLI website will be consolidated in this new database. Individuals will be able to access through the website and search it. Libraries will be able to log in and update their own information. School libraries will now be available through the website with this new database. Project completion is 90 days.

### **Status Reports**

#### LSTA update – Ann Joslin

House bill proposes a new formula for distribution of LSTA funds. Would increase the base amount that every state gets. This version is waiting on a vote. A Senate version is still in committee. If our allocation increases as much as the bills suggest, we probably would not be able to meet the match, which is 34%.

#### Bill & Melinda Gates Foundation – Ann Joslin

The State Library has submitted a grant toward the final stage of the Gates Foundation Library Initiative. The initial application was for Idaho Libraries to receive computers, connections, etc. The second application was for training, which we are managing right now. In the final phase, state libraries, with a 50% match, are being invited to express their interest in four different categories:

- Public access computer upgrade or replacement in chronically poor counties

- Broad Band connectivity upgrade \$114,000
- Training for public access sustainability \$32,640
- Technical support sustainability \$60,000 (we will not be applying for this one)

#### Governors Conference equipment – Ann Joslin

The State Library was asked to assist HP in distributing computers used at the Governors conference as per need. Debbie and Frank produced a list of libraries by per capita income. We don't have the final distribution. They had more requests than they had equipment.

#### State Library Services & Budget update – Ann Joslin

The State Library Board has made a decision that we maintain a limited collection in the areas of State Government Documents, Organizational Management, and Library Science.

ISL is looking at the Health Videos; the Board will address this again at their November meeting.

There is more focus on supporting Library Development. We intend to keep the Talking Book Library.

In 2002 we had \$118,000 cut and \$62,000 returned unexpended. Appropriation for 2003 took out all capital and Read to Me program. We started with under \$700,000 in operating. Of that \$216,000 is for LiLI-D and \$200,000+ for rent. Leaves approximately \$300,000 in operating. It's unclear how we're going to do that. Last fiscal year we gave up 3 positions, and we have identified 3 more vacancies. From this point forward it will get a lot harder. The CE consultant has been identified as a priority and we received approval to fill it. Now we're at the 3 ½% holdback, which equals \$85,000. ISL has to submit a plan for the recent holdback before the end of the month. We are looking at possibly moving positions to Federal funds. If we give up FTE, it's hard to get those back from the legislature. So far we have not seen any guidelines for the holdback from DFM.

#### Resource Sharing Pilot Project – Gina

Gina shared the timeline and outcomes plan for the Resource Sharing Pilot Project. Requested suggestions for participating libraries in the project. Please forward suggestions to Gina.

#### **Next Steps**

Topics for next agenda:

- Statewide friends group Kay asked for someone to help her develop a proposal. **Recommendation that Kay contact Tim Hildebrand. Gina will contact Kay a week or so before the meeting to see if it can be placed on the next meeting agenda.**
- Update on the courier service on the agenda. The systematic investigation of the options with a draft of Reciprocal Borrowing options. Ann stated that there would be no promises, but we will try.
- Update on the RFP, Database, staff, and budget.

**Next meeting date –Tuesday January 7<sup>th</sup>.**

**State Documents** – Carol Silvers

After ending the LiLI business portion of the meeting, Carol led a discussion about the State Library's depository program seeking input and ideas for changes. The State is taking a serious look at this program.